

20 August 1965

(20 Aug) Em 1E-78, 17g.

Good Morning - Welcome to our Records Administration Officers Meeting.

(Introduce New Records Admin. Officers)

I have broken two of my long established precedents today - not to have a meeting on Friday and not to have a meeting any afternoon, but circumstances over which we have no control prevailed.

This is the fourth meeting we have had this Calender year-in January we heard [ ] about the Bureau of Internal Revenue Reports Manage-  
ment Program. In April, [ ] described the Navy Dynamic Paperwork Pro-  
gram and in May I met with most of you in small groups to discuss the Presi-  
dents Moratorium on the purchase of filing equipment, the status of research  
on Microfilm blemishes and processing requisitions for filing equipment.

Our meeting today is concerned with a number of topical announcements rather than a discussion of a particular subject. If I seem to be going too fast it is because I want to stay within our announced maximum time limit of about an hour. However, please feel free to interrupt at any time.

First of all, I want to thank each one of you for your splendid cooperation in helping us to solve many records management problems this year. We have had a banner year in many areas and this has been due to joint Projects and the cooperative efforts of Records Administration Officers and the Records Administrative Staff. Some of our accomplishments can be measured, others are intangible. The tangible results will be reflected in management charts that we have in process but cannot be completed until all statistical data is received. For instances we have received end of year reports from most organizations but not all, therefore our trend and accomplishment charts cannot be made available to you now. But there is

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one accomplishment I want to brag about right now.- the Net Growth of records at the Center. It was the lowest in the history of the Agency - 407 cubic feet. This was accomplished despite the fact that receipts were about the same for the past several years. Here is the experience of the Records of the Records Center from 1960 - 1965. [ ] I am sure that he too appreciates your help.

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In the area of intangible I want to mention particularly the establishment of a full time Records Administration Officer position in NPIC. [ ]

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[ ] is busy now getting organized and getting people trained in filing systems, inventorying, and other related activities.

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Another intangible benefit this year is the training completed at American University by 10 Agency people. This is a real accomplishment and I compliment those who completed this fine course in Records Administration.

Lets proceed now with the list of items that we want to discuss this afternoon (See Agenda)